

Tech Coordinator Feast Conference 2010
Vendor Application & Contract

The Tech Coordinator's Feast is a two day summer institute organized by a Tech Coordinator Committee in conjunction with the Office of Educational Technology at the University of Illinois and held at Heartland Community College in Normal, IL. It is designed for district or school Technical Coordinators and technical support staff. Technology leaders and decision makers from K-12 schools around the state of Illinois will attend the conference. Attendees will have a choice of concurrent sessions, over a 2 day period that is specific to the needs of technology coordinators, systems administrators and technical support staff.

In its 7th successful year, the Tech Coordinator's Feast will be held at three sites. There will be minimum of 50 and maximum of 100 participants. Most of these participants serve in decision making roles.

The following dates still remain if you are interested in being a vendor for the 2010 Tech Feast.

- Bloomington TechFeast – Normal, IL – July 19-20

Vendor Information				
Vendor choices:	Vendor will be provided:			Vendor Cost
Table display All conference days	2' x 8' table and 2 chairs, Electricity and Internet Connectivity (Wireless). Logo in program.			\$300.00
Ad in Tech Feast Program	Full page			\$200.00
	½ page			\$150.00
	¼ page			\$100.00
Attendee Tote Bag insert	Vendor material must be sent to address below, 2 weeks prior to start of 1 st conference date. Include enough for 75 tote bags per site. We will place material in tote bags. Logo in program.			\$100.00
Lunch/Breakfast Session	These sessions will be held during Breakfast/Lunch. Vendors will be provided a room with an LCD projector, Power and Internet Connectivity. Logo in program.			\$500.00 per 30 minute session
1 ½ Hour Focus Session	Vendors will be provided a room with an LCD where interested attendees may attend a focus session on a Tech Feast approved topic. Logo in program.			\$200.00 per focus session
Payment information				
Table display - \$300.00 per conference site (Please indicate if you need electricity or internet access)				
	Bloomington			\$
Tote Bag Inserts - \$100.00 per conference site				
	Bloomington			\$
Program Ad -per conference site – please indicate size and email Ad to vendor@techfeast.org				
	Bloomington	Full Page - \$200 <input type="checkbox"/>	½ Page - \$150 <input type="checkbox"/>	¼ Page - \$100 <input type="checkbox"/>
30 minute Breakfast/Lunch presentation/demonstration - \$500.00 per conference site. (Power, Projector, Screen and Internet Access will be provided at each site)				
	Bloomington (Fee is refunded if site is canceled due to lack of participants)			\$
1 ½ Hour Focus Session on a Tech Feast Core Team approved topic - \$200.00 per session per conference site				
	Bloomington			\$
	Make check payable to: Illinois State University (ISU) and mail to address below.			Total Cost
				\$

Vendor Contract Information	
Company Name	
Billing Street	
Purchase Order Number (optional)	
Billing City, State ZIP	
Billing Contact Name & Phone	
Presentation Contact Name	
Presentation Contact Phone	
Presentation Contact E-Mail	

Please Read and Sign Below

I agree to the conditions and terms set forth in this document

Authorized Signature:

Title:

Name (Print)

Date:

Liability and Insurance

All property of the Vendor remains under its care, custody and control in transit to and from conference, during installation and removal, and while it is within the confines of the buildings being used at each conference site. Neither The Tech Feast organizers, schools or Feast directors are responsible for the safety of the property of Vendors from theft, damage by fire, accident, vandalism or other causes, and the Vendor expressly waives and releases any claim or demand it may have against any of them by reason of any damage to or loss of any property of the Vendor. Vendor understands that neither The Tech Feast organizers, school sites or Feast directors carry business interruption and/or property damage insurance coverage for loss or damage of Vendor's property. The Vendor agrees to obtain commercial general liability insurance coverage including protective and contractual liability for bodily injury and property damage during the dates of the conference including move-in and move-out days.

Tech Feast Vendor Submission

Please fill out this form and email it to vendor@techfeast.org. Any questions regarding the program or payment should be sent to: vendor@techfeast.org.

If providing bag inserts please send to:

Tech Feast
 District 87 – Technology
 Attn: Tammi Lapinski
 1202 E Locust St
 Bloomington, IL 61701

Make check payable to Illinois State University (ISU) and mail to:

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 District 87 – Technology
 Attn: Tammi Lapinski
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 Bloomington, IL 61701